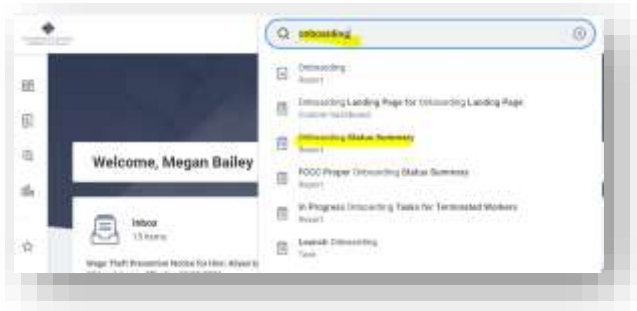




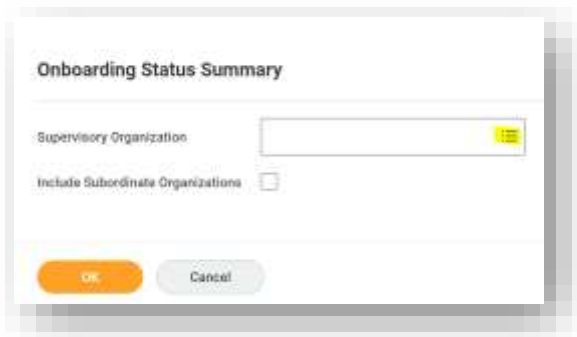
Workday: Onboarding Status Summary report

Step 1: Sign into your Workday Contingent Worker account



Step2: In the Workday Search bar type “Onboarding”

Step 3: Scroll down and Click on **Onboarding Status Summary**



Step 4: Click on the 3-line icon to the right of the Supervisory Organization

Step 5: Click on **My Organizations**



Step 6: Depending on your Security Role (Timekeeping Supervisor, I-9 Approver) in Workday and which Subordinate Organization (CSP Organizations) will determine which Organizations you will have access to run Onboarding Status Summary reports for.

Note: Contingent Workers without Timekeeping and I-9 Approval not added to their Workday Contingent Worker may have limited to or no access to this report until these 2 security roles in Workday are added to their account, as well as if a Liaison has not been added to multiple Organizations, they may only be able to pull up just the single Org they are assigned to currently.

Step 7: Once Organization(s) have been selected, Click on **OK**

Step 8: Workday will run the Organization Onboarding Status Summary report, Workday Contingent Workers can manage the report thru the Workday dynamic view (how the report pulls up in the Workday screen, or export the report to Excel or Sheets

Worker	Hire Date	Short Name	Position	Supervisory Organization	Hiring Manager	Onboarding Progress	Hire Started	In Progress	In Progress For <1 Day	Expired	Actions
Kyle [Redacted]	09/07/2023	APWD Temp Intern	APWD Temp Intern	APWD (Megan Bailey)	Megan Bailey	87%		Change Emergency Contacts			Complete Form I-9 Complete Complete